



## COMPENSATION EXCEPTION REQUEST

**User Note:** Some fields on this form offer Help Information, to access press F1 in the text field.

**Reference:** WAC 357 chapter 28

**Note:** Compensation exceptions must be approved by the Director of the Washington State Department of Personnel (DOP) or designee. Use this form to request an exception to compensation issues that vary from the language in the rules (Employee ID Number only relevant to the HRMS).

**Indicate exception basis:**

- ☐ WAC 357-28-040 Exception to set salary above the maximum range for the class.
- ☐ WAC 357-28-100 Exception to exceed 15% recruitment and retention premium of an incumbent or candidate for a specific position.
- ☐ WAC 357-28-165 Exception to set salary outside the range as a result of moving from an exempt to a classified position.
- ☐ WAC 357-28-190 Exception to shift premium provisions.
- ☐ WAC 357-28-210 Exception to standby rates.
- ☐ WAC 357-28-300 Exception to provide recognition pay that exceeds 15% of an employee's annual base salary.

Employee's Last Name	Employee's First Name	Employee's Middle Initial	Employee's Identification Number
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Requested Effective Date	Requesting Employer	Division, Section/Unit	Mail Stop
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Exempt or Classified Job Title		Range	Step	Annual Salary
Present Class				
Proposed Class				

**Employer's Rationale**

Please provide a statement explaining how the salary exception is based on compelling and unusual business requirements or circumstances that are critical or essential to the operation:

Date	Employer HR Contact's Phone	Employer HR Contact's Name and Title	Employer HR Contact's Signature
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**DOP Director's/Designee's Remarks and Recommendation**

Remarks:

Effective Date	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
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Date	Director, Department of Personnel or Designee's Signature
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The Public Records Act, RCW 42.17.250, et. seq., requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.